

## Chief Operating Officer – Role Description

*London-based, opportunity to work remotely with one day in the office, subject to requirements.*

*Open to UK candidates.*

*Salary £55,000 full-time. 6-month initial contract.*

*Permanent role with flexible working / part-time options available.*

This is an exciting opportunity to join the Executive team of a small, rapidly growing charity that is part of the UN Women family. Founded in 2010, UN Women is the United Nations entity dedicated to gender equality, women's empowerment and the elimination of gender-based violence. Its mission is for every woman and girl worldwide to have safety, choice and a voice. UN Women UK is a UK registered charity supporting the delivery of these goals worldwide and in the UK through advocacy, programmes of change and mobilising resources.

We are now looking to recruit a Chief Operating Officer (COO) to join us at an exciting and crucial time in the charity's growth. Reporting to the Executive Director (ED), this pivotal role will partner with the ED to set and drive forward the charity's organisational vision and operating strategy, enabling us to mature as an organisation and maximise our impact.

### **The role**

Our new COO will take responsibility for building and embedding UN Women UK's organisational infrastructure, developing outstanding processes around governance, finance, reporting to UN Women Headquarters, the team and operations.

The COO will also provide strategic financial leadership, ensuring robust financial planning and management and embedding an effective system of internal controls.

As a senior leader in a small charity, the COO will work at a range of levels, from developing high-level strategy to hands-on implementation. The COO will manage and support other team members to contribute to the smooth running of the organisation. Where appropriate, the COO will also manage relationships with third-party service providers, such as accountants, auditors and legal advisers and support the ED with external partner relationships. They will create the conditions in which UN Women UK staff, partners, volunteers and service users can thrive.

This is our most senior appointment after the Executive Director and whilst the focus of the role is generally internal, there will also be opportunities to represent UN Women UK externally.

### **Key responsibilities**

- **Strategic planning and delivery** – Oversee the delivery of organisation's strategy and vision. Set and evaluate performance measurements against agreed organisational targets.
- **Financial management and planning** – Support the ED on the effective delivery of the Charity's fundraising strategy, planning and implementation to achieve annual goals and ensure funds are spent wisely. Lead the development and delivery of processes for budget setting, control and reporting, including oversight of the production of the audited annual report and accounts.

- **Risk management** – maintain and update the operational risk register and work with the Risk and Governance Committee to develop and embed the charity’s risk framework.
- **Operations** – take ownership of all aspects of operations policy and procedure, including information management, data protection and business continuity planning. Review and maintain the charity’s digital infrastructure, ensuring it remains fit for purpose and safeguards users.
- **Governance** – ensure that governance processes are effective and maintain a watching brief on governance and legal requirements. Support the ED in the production of board papers and a performance dashboard, reporting to the board of Trustees and its subcommittees as and when required. Provide annual business performance insights and updates to UN Women Headquarters as and when required.
- **Team** – responsibility for management of the charity’s staff and contractor relationships. Oversight and management of the volunteer and other networks to nurture UN Women UK’s wider family of supporters.

### **What we’re looking for**

#### **Essential skills**

- Excellent in-person and written communication, supported by strong relationship-building
- Extensive and demonstrable experience in creating and delivering against financial and operational plans, in a dynamic and fast-growing organisation
- Strong leadership skills with the ability to translate ambitious strategies into action
- Proven experience as high-performing Chief Operating Office or relevant role
- Proven excellence in management of a dispersed operational staff, leading and supporting them to achieve agreed goals
- Aptitude in decision-making and problem-solving
- Shares the core values of UN Women UK and the United Nations, including inclusivity particularly of underserved communities, an emphasis on high quality output, and a determined attitude to create ambitious, positive change
- Comfort and aptitude with using digital tools, including new software and applications
- Experience and understanding of the not-for-profit sector and fundraising environment.

#### **Preferred skills**

- Deep understanding of gender equality landscape
- Proficiency with Xero or equivalent online accounting system, Microsoft Excel and Powerpoint
- Some prior knowledge of charity safeguarding (in-person and online) and data protection.

### **How the application process will work**

You will submit your CV and answer questions in our online form.

Shortlisted applicants will be invited to a video interview with our Executive Director. Candidates progressing to the second round of interviews will complete a practical assessment and a second discussion involving relevant staff members and Trustees where appropriate.

Before appointment you may also meet our Chair and other Trustees.

We will ask for two referees who can attest to your previous performance.

You can ask questions about the application process by contacting [info@unwomenuk.org](mailto:info@unwomenuk.org), but please note that only applications received via the online form before the application deadline will be considered.